

STATE OF HAWAII
DEPARTMENT OF EDUCATION
PROCUREMENT AND CONTRACTS BRANCH

January 4, 2005

ADDENDUM E

TO

REQUEST FOR PROPOSALS

No. RFP F05-044, PROVIDE PHYSICAL THERAPY SERVICES
FOR THE DEPARTMENT OF EDUCATION (DOE)

The following changes are hereby made:

1. The Proposal submittal deadline as stated on the *PROPOSAL MAIL-IN AND DELIVERY INFORMATION SHEET* and in *Section I Administrative Overview, IV. Procurement Timetable* is changed from January 14, 2005 to **January 20, 2005.**

No other deadlines and dates are changed.

2. Add the following to *Section 2 Service Specifications, I. Introduction, D. geographic Coverage of Service* and to all other sections which describe work schedule, calendar and staffing:

The estimated number of hours in this section include direct service and administrative time.

The work schedule for schools that follow a traditional or modified school year calendar are:

- During the 190 day regular school year and when students are present, the work hours will be an eight hour work day from 7:30 am to 4:00 pm with a thirty (30) minute lunch, not to exceed forty (40) hours per week.
- During summer session and extended school year (ESY) inter-sessions, the work hours will be adjusted to a maximum of 20-30 hours per week to coincide with the length of the official school day. Actual number of summer and ESY days are dependent upon the needs of the students requiring an extended school year and the calendar of the respective school.
- During school holidays and when students are not present, the Contractor's employees shall not be on duty.

There are also several multi-track schools in the Leeward and Central school districts. For these schools, services are to be provided year round from 7:30 am to 4:00 pm with a thirty (30) minute lunch, not to exceed forty (40) hours per week, except during school holidays or when no students are present.

The Department anticipates all schools (except for multi-track) to be placed on a single school calendar beginning July 2006. The actual calendar has not been determined at this time.

For a listing of the school calendars for the 2004-2005 school year by school, please refer to the following webpage, and click on the Calendars 2004-2005 link: <http://doe.k12.hi.us/myschool/index.htm>

Actual work schedule will vary, depending upon the number of students and each student's therapy needs, the school calendar, and the needs of the Department.

The Applicant should describe in the Proposal how staffing will be provided in accordance with the estimated schedule above, including the ability to be flexible should the needs of the Department vary.